

## **PREPARATION AND FILING OF THE PETITION:**

**Step One:** Obtain criminal history records. Nevada's Central Repository for Criminal Records is part of the Department of Motor Vehicle and Public Safety Records and Identification Bureau, 333 West Nye Lane, Carson City, Nevada 89706; (775) 684-6262.4 You should contact this Department directly to ascertain what information it will need from you (*i.e.* fingerprint cards, FBI Request Form and cashier's checks) in order to process your request for your criminal history. (You can obtain fingerprint cards and a FBI Request Form from this Department.) There are fees for these services. It is important that you ask about the fees involved and to whom, and in what manner, such fees are to be paid. NRS 179.245(2); NRS 179.255(2).

**Step Two:** Complete the petition and sign it before a Notary Public. File the Petition (together with the required accompanying documents) with the court. Be sure to have extra-copies available for filing so that you will have a file-stamped copy for your records. **There is a \$71.00 filing fee for Record Sealing which must be paid at the time of filing the Petition.**

1. The Petition must contain the date of arrest, arresting agency, agency case number, the original charges under which the petitioner was arrested, the charges formally charged and the date and charges of which the petitioner was eventually convicted (or acquitted or which were dismissed.)

2. The Petition must be filed in the court within THIRTY (30) days of receipt of the criminal history records. Beyond THIRTY (30) days, the criminal history record is considered "stale" and the petitioner will be required to obtain a new criminal history record.

3. As noted above, a current verified copy of the petitioner's criminal history (from Nevada and the FBI) must be attached to the Petition.

**Step Three:** You will file the Petition to Seal Record with the Court; as well as, provide the Court with the Order to Seal Records. You will need to provide as many copies of the Order to Seal Records as needed to notify all agencies. The Court recommends TEN (10) copies. Once the record has been sealed; you will not be able to obtain any additional copies.

Once the Petition has been filed with the court; the Court will provide a copy to the District Attorney's Office and Arresting Agency along with a letter informing parties of the Hearing date in which this will be decided on. The Court

will mail Petitioner notification of Hearing as well. If no one appears for the hearing; it will be solely up to the Judge to determine whether or not to grant the Petition to Seal Records.

**Step Four:** Once the Judge has signed the Order to Seal Records, the Court will produce certified copies of the Order and mail them to the petitioner. It is the responsibility of the petitioner to serve all agencies who may have any record of the arrest a certified copy of the Order Sealing Records along with a blank “return” to be completed by the agency and returned to the court advising it of compliance with the order.



### To Obtain a Copy of Nevada Criminal History Records

The Nevada Criminal History Repository provides personal criminal history record information for the State of Nevada *only*. We cannot provide information for other states or the Federal Bureau of Investigation (FBI). In order to obtain your State of Nevada record, or proof that one does **not** exist, please follow the instructions below.

Who may request a copy of Nevada Criminal History Record Information (or proof that a record does **not** exist).

- Only the subject of the identification record can request a copy of his or her own Nevada Criminal History Record Information.

Please follow the instruction below on how to request a copy of Nevada Criminal History Record Information (or proof that a record does **not** exist).

1. Complete the Identification File Request for Nevada Records of Criminal History Form, DPS-006 (PID), found on page 3. Please note, if for a couple, family, etc., all persons must each complete the DPS-006 form in its entirety. In addition, you must include the complete mailing address where the response is to be sent.
2. Obtaining proof of identity, which consists of 1 fingerprint card (only an original card will be accepted, please do not submit copies or previously processed cards), complete with name, date of birth (DOB), place of birth (POB), sex, race, height, weight, hair color, and eye color. Fingerprints should be placed on a standard fingerprint card (FD-258), commonly used for applicant or law enforcement purposes. Please note that the fingerprint card must contain all ten fingerprints taken simultaneously (these are sometimes referred to as plain or flat impressions) and your signature must be on the card. Fingerprints must be taken, dated, and signed by a certified fingerprinting technician.
3. Please include a \$23.50 (US dollars) in the form of a money order or certified check made out to the Department of Public Safety.
  - Please be sure to sign where required
  - No personal checks or cash will be accepted
  - Must be for the exact amount
  - If for a couple, family, etc., please include \$23.50 (US dollars) for each applicant.

4. Please staple all of the items indicated in #1, #2 and #3 (listed above) together and mail to the following address:

Department of Public Safety  
General Services Division  
Attn: Fingerprint Support Unit  
333 West Nye Lane, Suite 100  
Carson City, Nevada 89706

***Please Note:*** *If any of the above items are missing or incomplete, the request will be returned.*

*Please allow approximately **45 days** for processing, upon receipt by the Repository.*

5. What you will receive when the process is complete:
- State Negative Record Response – a letter indicating that **no** State of Nevada Record was found.
- Or**
- State Positive Record Response – a letter indicating that a State of Nevada Record **was** located, along with the complete content of that record.



Department of Public Safety  
General Services Division  
Attn: Fingerprint Support Unit  
333 West Nye Lane, Suite 100  
Carson City, Nevada 89706

IDENTIFICATION FILE REQUEST FOR  
STATE OF NEVADA RECORDS OF CRIMINAL HISTORY FORM

I hereby authorize the State of Nevada Criminal History Repository to disclose criminal history record information, if any, within my identification file to me or the person or entity indicated below:

\*MANDATORY FIELDS

Today's Date: \_

Please indicate the full name, address and contact information of the individual to be searched below (to be completed by the subject of the record).

\*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

Street Address

City, State and Zip Code

\*Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

\_\_\_\_\_  
\*Signature of Subject of Record Search

\_\_\_\_\_  
\*Date of Birth

Please ensure mailing address is valid and accurate. Due to confidential nature of this response, mail cannot be forwarded. If a change of address is needed a new DPS006 Form will need to be submitted.

\*Respond To: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

Street Address

City, State and Zip Code

Please indicate reason for request: \_\_\_\_\_

(Optional)

To obtain a duplicate response, the request must be within 90 days from the original date processed.

The use of this form is intended to safeguard the rights of the signatory and ensure the confidentiality of the requested information against non-authorized disclosure. The fingerprint card accompanying this request will be used to verify identity. A \$23.50 **certified check or money order** made payable to the Department of Public Safety must accompany each request.

### SERVICE LIST

Send a copy of the Order to Seal Records and Return to the addresses in **BOLD** below; as well as, the arresting agency.

Assistant District Attorney  
1 South Sierra St  
Reno, NV 89501

Nevada Criminal History  
Records Repository  
333 West Nye Lane  
Carson City, NV 89706

Federal Bureau of Investigations  
Attn: Sealed Records  
980 Sand Hill Road  
Reno, NV 89521

Washoe County Sheriff's Office  
Records Department  
911 East Parr Boulevard  
Reno, NV 89512

Division of Parole and Probation  
Records Department  
1445 Old Hot Springs Rd. #3104  
Carson City, NV 89706

Reno Police Department  
455 East Second Street  
Reno, NV 89512

Sparks Police Department  
Records Department  
1701 East Prater Way  
Sparks, NV 89434

Nevada Highway Patrol  
555 Wright Way  
Carson City, NV 89711  
Attn: Seal Records

Department of Public Safety  
555 Wright Way  
Carson City, NV 89711

Drug Enforcement Agency  
8790 Double Diamond Parkway  
Reno, NV 89521

Gaming Control Board  
Custodian of Records  
1919 College Pkwy  
Carson City, NV 89706-7941

Washoe County School Police  
425 E. 9<sup>th</sup> Street  
Reno, NV 89520

Reno-Tahoe International Airport Police  
Department  
2001 E. Plumb Lane  
Reno, NV 89502

Reno-Sparks Indian Colony Tribal  
Police  
1995 East Second St.  
Reno, NV 89502

1 CODE: 2440  
NAME: \_\_\_\_\_  
2 BAR NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
3 CITY, STATE, ZIP CODE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
4 ATTORNEY FOR: \_\_\_\_\_

5  
6 IN THE JUSTICE COURT OF THE RENO TOWNSHIP  
7 IN AND FOR THE COUNTY OF WASHOE, STATE OF NEVADA

8 In the Matter of the Application of:  
9 \_\_\_\_\_

10 \_\_\_\_\_ Case No. \_\_\_\_\_  
11 \_\_\_\_\_

12 \_\_\_\_\_ Dept. No. \_\_\_\_\_

13 Also know as:  
14 \_\_\_\_\_  
15 \_\_\_\_\_

16 DOB: \_\_\_\_\_  
17 \_\_\_\_\_ /

18 PETITION TO SEAL RECORDS

19 COMES NOW Petitioner, \_\_\_\_\_, and pursuant to  
20 the provisions of NRS 179.245 and/or NRS 179.255, respectfully represents the  
21 following:

22 That your petitioner has been arrested as follows:  
23 \_\_\_\_\_  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_

1 That the statutory time periods have been fulfilled and the petitioner  
2 has not been arrested, except for minor moving or standing traffic  
3 violations, and that further actions will not be brought concerning any  
4 arrests resulting in dismissal or acquittal.

5 That in the event of a conviction herein, this Petition is being  
6 accompanied by a current record of Petitioner's criminal record received from  
7 the Central Repository for Nevada Records of Criminal History; and the local  
8 law enforcement agency of the city or county in which the conviction was  
9 entered.

10 WHEREFORE, Petitioner petitions this Court for an order sealing all  
11 records in this matter which are presently in the custody of the Court or  
12 another Court in the State of Nevada or a public or private company, agency  
13 or official in the State of Nevada, including but not limited to the Washoe  
14 County Sheriff's Office, local municipal police departments, the State of  
15 Nevada Criminal History Records Repository, the Federal Bureau of  
16 Investigations, \_\_\_\_\_

17 and all other law enforcement agencies reasonably known by either the  
18 Petitioner or the Court to have possession of such records.

19 DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

20 \_\_\_\_\_  
21 Name

22 \_\_\_\_\_  
23 Address

24 \_\_\_\_\_  
25 City/State/Zip

26 \_\_\_\_\_  
Telephone



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STATE OF NEVADA )

) SS:

COUNTY OF WASHOE )

I, \_\_\_\_\_ being first duly sworn,  
deposes and states as follows

That he/she is the petitioner in the above entitled action that  
he/she has read the foregoing Petition to Seal Records and knows the contents  
thereof; that the same is true of his/her own knowledge, except for those  
matters therein contained stated upon information and believe, and as to  
those matters, he/she believes them to be true

DATED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name

Subscribed and sworn to before me by \_\_\_\_\_,

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

1 CODE 3225  
NAME: \_\_\_\_\_  
2 BAR NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
3 CITY, STATE, ZIP CODE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
4 ATTORNEY FOR: \_\_\_\_\_

5  
6 IN THE JUSTICE COURT OF THE RENO TOWNSHIP  
7 IN AND FOR THE COUNTY OF WASHOE, STATE OF NEVADA  
8

9 In the Matter of the Application of:  
10 \_\_\_\_\_  
11 \_\_\_\_\_  
12 \_\_\_\_\_

Case No. \_\_\_\_\_

Dept.No. \_\_\_\_\_

13 Also known as: \_\_\_\_\_  
14 \_\_\_\_\_

15 SS# : \_\_\_\_\_

DOB: \_\_\_\_\_  
16 \_\_\_\_\_/

17 ORDER SEALING RECORDS

18 Pursuant to the Petition of \_\_\_\_\_, and  
19 this matter having been fully reviewed by the Court which finds that the  
20 statutory requirements of NRS 179.245 and/or NRS 179.255 are satisfied, and  
21 good cause appearing,

22 IT IS HEREBY ORDERED that the following records of arrest,  
23 conviction, acquittal or dismissal be sealed:  
24 \_\_\_\_\_  
25 \_\_\_\_\_  
26 \_\_\_\_\_

1 A file-stamped copy of this Order shall be sent by Petitioner to the  
2 public or private company, agency or official named in the Petition including  
3 but not limited to the Washoe County Sheriff's Office, the local municipal  
4 police departments, the State of Nevada Criminal History Records Repository,  
5 the Federal Bureau of Investigations, and all other law enforcement agencies  
6 reasonably known by the Petitioner or the Court to have possession of such  
7 records.

8 Upon receipt of this Order that person shall seal the records in  
9 his/her custody which relate to the matters contained in this Order, shall  
10 advise the Court of his/her compliance and shall then seal the Order.

11 All proceedings recounted in the sealed records are deemed never to  
12 have occurred and the Petitioner may properly answer accordingly to any  
13 inquiry concerning the sealed arrest, conviction, acquittal or dismissal and  
14 the events and proceedings relating to the arrest, conviction, acquittal or  
15 dismissal.

16 DATED this \_\_\_\_, day of \_\_\_\_, 20\_\_.

17 \_\_\_\_\_  
18 JUSTICE OF THE PEACE  
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26

1 CODE: 3895  
NAME: \_\_\_\_\_  
2 BAR NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
3 CITY, STATE, ZIP CODE: \_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_  
4 ATTORNEY FOR: \_\_\_\_\_

5  
6 IN THE JUSTICE COURT OF THE RENO TOWNSHIP  
7 IN AND FOR THE COUNTY OF WASHOE, STATE OF NEVADA

8 In the Matter of the Application of:  
9 \_\_\_\_\_  
10 \_\_\_\_\_  
11 \_\_\_\_\_

Case No. \_\_\_\_\_

12 Also known as: \_\_\_\_\_

Dept. No. \_\_\_\_\_

13 DOB: \_\_\_\_\_  
14 \_\_\_\_\_/

15 RETURN ON ORDER SEALING RECORDS

16 This office is in receipt of a copy of the Court's Order Sealing  
17 Records filed on the \_\_\_\_, day of \_\_\_\_, 20\_\_.

18 All records maintained by this office as identified in the Court's  
19 Order have been sealed.

20 DATED this \_\_\_\_, day of \_\_\_\_, 20\_\_.

21 \_\_\_\_\_  
AGENCY

22  
23 By: \_\_\_\_\_  
24  
25  
26